Mental Health Services Act (MHSA) IT Workgroup Conference Call
December 15, 2005
3:00PM – 4:30PM

Meeting Minutes
Web Site: http://www.dmh.ca.gov/MHSA/MHSAITWorkgroup.asp

During the conference call, the following topics were discussed and agreed upon:

1. MHSA DCR System Authentication and Authorization

    Authentication is the process of identifying **WHO** the user is to the MHSA DCR system and then granting access into the system.

    Authorization is the process of identifying **WHAT** the authenticated user is allowed to do once in the system.

    Authentication and Authorization was discussed at length and workgroup agreed upon the mechanisms presented by DMH. For additional details, please see the Authentication and Authorization document posted on ITWS.

2. MHSA DCR system Account Request and Approval process

    DMH presented a process to request an account for access to the MHSA DCR system. Providers, provider organizations and county personnel will be able to request an account using the existing ITWS online mechanism. For access to MHSA DCR system, County Administrator will be able to approve the account online. After the account has been approved, the user will be able to login to the MHSA DCR system.

    Please review the Authentication and Authorization document posted on ITWS for additional details.

    Counties would like DMH to provide a password reset capability to a group administrator. County Administrator should be able to allow this capability to a group administrator. DMH will evaluate the request and do the best it can.

3. Quarterly Assessment Report data entry

    System will allow users to enter the quarterly assessment report within +/- 30 days of the due date

4. Dis-enrollment process – should we track dis-enrollment date?

I:\SOC_DDO\Mental Health Services Act\Communication and Presentations\Webpostings\12.21.05\MHSA IT Workgroup Conference Call Minutes-121505.doc

Page 1   12/21/2005

MHSA DCR system will allow Dis-enrollment of the FSP and allow user to enter the dis-enrollment date.

5. Should the system store NPI? What should its field length be?

   The MHSA DCR system will not store National Provider Identification (NPI) number. At a later stage, if need be, the DCR system can access the NPI number from the provider system at DMH.

6. County Use Fields

   Counties would like three fields 15 character long for county use. The fields should be available for Partnership Assessment, Quarterly Assessment and Key Event data entry

7. Length of Partnership Service Coordinator (PSC) ID field

   The length of the PSC ID field will be 12 alphanumeric.

8. Length of County Client Number (CCN) field

   Currently, CCN number is alphanumeric and 9 bytes long. DMH asked counties if that presents an inconvenience. It is inconvenient to Orange County. They would like to see it changed to 10 bytes.

9. DMH asked for volunteers to test the Interim MHSA DCR system during the week of December 26th. The following people volunteered:

   - Nan Dame – San Francisco County
   - Memo Keswick – Merced
   - Kathy – Orange
   - Velinda Tackett – Stanislaus
   - Sherry Silvera – Santa Clara

I:\SOC_DDO\Mental Health Services Act\Communication and Presentations\Webpostings\12.21.05\MHSA IT Workgroup Conference Call Minutes-121505.doc

Page 2   12/21/2005

DMH will inform them of the process and expectations during the next conference call on December 22nd.

10. XML Schema Definition (XSD) Sub-workgroup

    DMH asked counties to provide representation (1 – 2 people) for finalizing the XSD for the project. DMH needs representation from the following counties as they plan to build their own system to support MHSA requirements:

    - Los Angeles county
    - Riverside county
    - Sacramento county
    - San Francisco
    - Santa Clara county
    - Stanislaus county

    Counties will email the contact information to mike.anderson@dmh.ca.gov.

11. Usefulness of Conference Calls

    DMH asked counties if these conference calls are good vehicle for discussing/communicating MHSA DCR related information. Counties answered affirmatively.

12. Requests from the Workgroup

    The MHSA DCR system should provide a mechanism for the County administrator to see all overdue Quarterly reports. DMH will evaluate the request and respond during the next conference call.

13. Next Steps

    DMH described the following actions as next steps:

    - Publish Requirements – 12/21/2005
    - Publish Data Dictionary – 12/21/2005

I:\SOC_DDO\Mental Health Services Act\Communication and Presentations\Webpostings\12.21.05\MHSA IT Workgroup Conference Call Minutes-121505.doc

Page 3   12/21/2005

- Publish XML Schema – 12/21/2005
- County Testing of Interim DCR System – 12/26/2005

DMH is appreciative of the active participation from the workgroup members. Members phoning in to the conference call included:

Michael Day – San Bernardino
Casey Beutel?
John Campbell – L.A.
Tess Bugay – San Diego
Tracy Herbert - Sacramento
Kathie Clayton – The Alliance
Michael Kennedy – Pacific Clinics
Nan Dame – S.F.
Memo Keswick – Merced
Sherrie Silveria – Santa Clara
Leslie Mariner – CalCiS
Eric Duran – Placer
Michael Miller – Fresno
Nancy Latimer – Orange
Carl Funke – Orange
Susan – Orange
Roger Ship – S.L.O.
Leslie Axtel – S.L.O.
Brian Davidson – S.L.O.
Donner? – L.A.
Mark Morrison - Stanislaus

I:\SOC_DDO\Mental Health Services Act\Communication and Presentations\Webpostings\12.21.05\MHSA IT Workgroup Conference Call Minutes-121505.doc

Page 4   12/21/2005